



# ECSEL Joint Undertaking

Electronic Components and Systems for European Leadership

## VACANCY NOTICE

### ECSEL JU TRAINEESHIP – 2019/2020

**Reference: ECSEL-2019-01-Trainee**

The ECSEL Joint Undertaking (ECSEL JU) operates a traineeship programme. The programme gives trainees an understanding of the ECSEL JU and its role within the activities of the European Union, enables them to acquire practical knowledge of the ECSEL JU and its regulatory framework and to obtain professional experience in the course of their work.

Detailed rules can be found on the Decision of the Governing Board ECSEL-GB-2014-19<sup>1</sup> of the ECSEL Joint Undertaking laying down rules on the use of trainees.

The trainees will have an opportunity to:

- Work in a multicultural and multilingual environment, contributing to the development of mutual understanding, trust and tolerance.
- Put into practice knowledge acquired during their studies, particularly in their specific areas of competence.
- Experience professional life and its constraints, duties and opportunities.
- Acquire practical experience and knowledge of the day-to-day work of an EU organisation in an international environment

ECSEL JU offers on-the-job training opportunities in the different units, for candidates with background or career development goals in the mentioned topics:

#### Communications.

- Public Relations and communication, in both public and private sectors.
- Graphic design (using industry-standard Adobe tools)
- Digital media (web site support, Social media)
- Event organisation

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<sup>1</sup> <https://www.ecsel.eu/sites/default/files/2017-09/ecsel-gb-2014-19-trainees.pdf>



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## Operations:

- Operational aspects of public funding: call preparation, proposal intake,
- evaluation and selection
- Contract monitoring and follow-up of projects, reporting
- Administrative support for Programme Officers

## Administration:

- Legal aspects of public administration, funding, contracting & grants
- Financial administration and follow-up
- Further administrative support functions (IT, HR, logistics...)
- Internal & external audit management and internal controls

## Requirements:

- Possession of a university degree at the time of applying. Candidates must provide copies of the diplomas or other relevant certificates.
- An excellent command of oral and written English and one or more other official Union languages.
- Very good knowledge of Microsoft tools.
- Good communication skills (writing and oral) and capacity to respond in time to urgent situations.

Candidates should be national of a Member State of the European Economic Area (the 28 Member States of the European Union, Iceland, Liechtenstein and Norway)

## Grant:

The ECSEL JU pays a monthly grant of **EUR 1,196.84 €** net per month and may pay a travel allowance to compensate the expenses incurred at the beginning and at the end of the traineeship from the place of residence, which is normally the address provided for correspondence. It is recommended to read carefully the detailed rules applicable.

Grants awarded to trainees are not subject to the special tax regulations applying to officials and other servants of the European Union. Trainees are solely responsible for the payment of any taxes due on the grant they receive from the ECSEL JU by virtue of the laws in force in the State concerned.



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The ECSEL JU does not cover sickness nor accident insurance and trainees must take out such insurance prior to the start of their traineeship at the ECSEL JU.

## **How to apply:**

The placements are for a period of maximum 6 months.

Interested candidates should send a motivation letter in English together with their CV in EU format and a copy of their university degree by e-mail to [jobvacancies@ecsel.europa.eu](mailto:jobvacancies@ecsel.europa.eu) at the latest by **15 November 2019 at 12.00 Noon**.

## **Selection Procedure/ Selection Criteria :**

Applications have to fit with requirement in the present Vacancy Notice.  
After analysis of CVs, the more suitable candidates will be invited to an interview.

## **Indicative timing:**

The present call is to select trainees to take duty within the year 2020.

Deadline	15 November 2019 at 12.00
Screening/ contact with preselected candidates (indicative)	15 November 2019 - 15 December 2019
Contract issued (indicative)	01 January 2020 – 30 June 2019

The ECSEL JU takes care to avoid any form of discrimination in its procedures.

## **Independence and Declaration of Interest**

Successful candidates will be required to make a declaration of commitment to act independently in



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the public interest and to make a declaration in relation to interests which might be considered prejudicial to their independence. Candidates must confirm their willingness to do so in their application

## **ECSEL JU Privacy statement:**

ECSEL is committed to ensure that candidates' personal data are processed as required by Regulation (EC) N°45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. This applies in particular to the confidentiality and security of such data.

### ▪ Controller, purpose of the processing, recipients of the data

The controller of the processing is ECSEL Joint Undertaking (<http://www.ecsel.eu>). Data are processed for the purpose of organising the selection and recruitment; they are only disclosed to persons involved in the selection and/or recruitment.

### ▪ Right of access

Data subjects are entitled to access their data by sending an email to the data protection officer ([dpo@ecsel.europa.eu](mailto:dpo@ecsel.europa.eu)).

### ▪ Right of rectification

Data subjects can request rectification of their data by sending an email to the data protection officer ([dpo@ecsel.europa.eu](mailto:dpo@ecsel.europa.eu)).

### ▪ Time-limits for storing the data

For recruited candidates, personal data are kept for 10 years after termination of employment.  
For non-recruited candidates, personal data are kept for 2 years after expiry of the list.  
For spontaneous applications, data are not kept.

### ▪ Legal basis and recourse

The legal bases for the processing of personal data are:

- Decision of ECSEL Governing Board ECSEL GB 2015.35 giving effect to Implementing Rules to the Staff Regulations, annex 11
- Directive 95/46, Article 7.a

Recourse: data subjects have the right to have recourse to the EDPS. For further information, see the EDPS website: <http://www.edps.europa.eu>